



# Job Opportunity

## State Controller's Office

**Position:** Staff Information Systems Analyst (Specialist) **Statewide**

**Location:** Personnel/Payroll Services Division  
300 Capitol Mall, 10th Floor, Sacramento, CA 95814

**Issue Date:** 06/19/00

**Final Filing Date:** Until Filled

**Contact/Telephone:**  
Eleanor Alvarez, (916) 445-6509

**Who May Apply:** Individuals who are currently in this classification, eligible for lateral transfer or promotion, or reachable on a certification list

**California Relay Service: 1-800-735-2929**

**Position Number(s):** 051-812-1312-xxx

*Please call (916)323-3055 to request reasonable accommodations*

### Scope of the Position:

Under the general direction of a Staff Services Manager II, the incumbent performs the most difficult and complex information technology tasks associated with the design, development, implementation, and maintenance of statewide automated systems. The incumbent serves as a consultant to management and technical and analytical staff on information technology activities related to systems development projects.

### Duties and Responsibilities:

*Candidates must perform the following essential functions with or without reasonable accommodations*

Perform the most difficult and complex information technology tasks associated with the design, development, implementation, and maintenance of automated systems. Specific tasks include:

- Provide consulting services to contractors regarding the State's technical infrastructure, environment, and existing automated systems.
- Review and evaluate technical designs to ensure compliance to the Controller's Office technical requirements, standards, guidelines, and strategic plan.
- Review and accept contractors' information technology deliverables.
- Conduct testing of contractors' delivered systems.
- Provide ongoing support of automated systems following State's acceptance. Tasks include:
  - Monitor automated systems and configure system parameters.
  - Identify and report technical issues and problems.
  - Assist end-user departments.
  - Compile and compose reports for the Controller's Office and other interested parties. Develop, compose, and recommend policy, procedures, and standards.

Support the business team in system analysis, design, development, testing, implementation, and maintenance activities. Review current and proposed business practices and proposed system changes and enhancements to achieve optimal technical solutions.

Research multiple technical disciplines and new technologies in other technical arenas to keep abreast of the current technical issues and methodology as they relate to automated systems and systems development projects. Represent the Controller's Office at meetings, workshops, and project related activities.



The State Controller's Office is committed to providing equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.



*Applications will be screened and only the most qualified will be interviewed*

**How to Apply:**

Please submit a STD. 678 State Application and Résumé to:

**State Controller's Office**

Personnel/Payroll Services Division

300 Capitol Mall, 10th Floor

Sacramento, CA 95814

Attn: Eleanor Alvarez